

## NEWS FLASH

To: All Supervisors  
From: Counseling Board  
Date: August 15, 2008

The Board appreciates the contribution you make to the mental health profession by accepting the legal responsibility to provide supervision for the purposes of protecting the clients of new professionals and serving as role model, teacher, and mentor for your supervisees.

The Board is seeking your help in the following areas:

### **1. EVALUATION FORMS**

A group of supervisors in Northwest Arkansas spent time and study this past year to develop new evaluation forms to help in the supervision reporting process. Bonnie Osmon and Joe Young, representing the group, recommended the *enclosed forms* to the Board during the July, 2008 meeting.

The Board reviewed the forms and is seeking your input prior to formal adoption of the forms to be used in the evaluation of LAC/LAMFT supervisees.

- 1. Study the forms and use them for your evaluations until April 1, 2009.*
- 2. Compare the forms with the current ones being used.*
- 3. Send the Board your critique of the new forms.*

April 1, 2009 the Board will review your comments and recommendations and reach a decision for adoption of the recommended forms for evaluation as the official ones to replace the ones you currently use.

Either the old or new forms may be used until July 1, 2009 when the changes, if adopted, will become effective.

The Board members appreciate the work the group did in proposing needed changes in the evaluation forms.

### **2. RULE REVIEW AND HINTS TO HELP YOUR SUPERVISEE AVOID DISCIPLINARY ACTION AND LOSS OF SUPERVISED WORK HOURS**

Please review and make your supervisees aware of Rules IV. Supervision, Sections 4.1 through 4.2, pages 17-21. The Rules are the law and the Board must regulate adherence to them. Help supervisees avoid loss of hours in the following areas that are common problems.

- a. Their supervision may not be delegated to a supervisor that is not the supervisor who has signed the agreement form approved by the Board.
- b. The supervision agreement expires midnight the noted expiration date on the agreement form ***there is no grace period.***
- c. All client contact hours must be supervised in the required ratio. Example; if a supervisee sees clients 30 hours per week and is in Phase I, there must be 3 hours of supervision for those hours. (A supervisee who says they can afford only 2 hours of supervision and will just turn in 20 hours of client contact is in violation of the Rules and falsifies the CCH report if supervised and reported as this example.) All clients would not have been protected, the supervision agreement would not have been adhered to and both the supervisor and supervisee would be responsible. Disciplinary action by the Board would be necessary in such a situation.
- d. Graduate course work may be applied only to Phases III and then II. No substitution for supervision may be made in Phase I. Course work is applied to the supervision summary when the official transcript is received in the office. ***Taking course work does not exempt the supervisee from the supervision of clients in any of the phases. If a supervisee sees clients, supervision must be provided in the ratio of the approved supervision agreement.***
- e. Mail CCH reports within the 30 day grace period. Reports reaching the Board office after 30 days must be taken to the Board for review. Office staff may not record them without Board action. Reports that reach the Board office 60 days in arrears may not be recorded.
- f. Keep copies of all reports; mail loss does happen.
- g. Review the summary reports when returned and if the supervisee records and the report do not agree contact the Board office for review. Office staff will be glad to review the records with you and your supervisee. Corrections need to be made if there are mistakes in recording.
- h. The ***official due date for the CCH report is at the top of the summary sheet.*** The due date is six months from the last recorded CCH report.
- i. Attach logs for the indirect hours reported. If questions arise concerning the direct hours reported, the staff must request the logs for the report periods.

Thank you for reviewing this memo and for sending your reactions to the proposed evaluations by April 1, 2009.

Arkansas Board of Examiners in Counseling



Roy C. Farley, EdD, LPC  
Board Chairman